

# City of Flagstaff Payroll Newsletter

Issue 2

January 2013

#### CITY OF FLAGSTAFF PAYROLL DEPARTMENT

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### **Important Information about your Social Security tax**

The "payroll tax holiday" that was extended by the Middle Class Tax Relief and Job Creation Act of 2012 expired Dec. 31, 2012 and is not extended by the new law. Therefore, effective Jan. 1, 2013, the employee share of the **Social Security tax for all employees has increased from 4.2 percent to 6.2 percent.** Medicare remains at 1.45% and the new wage base limit for Social security has increased from \$110,100 in 2012 to \$113,700 in 2013.

As of January 1, 2013,
Arizona's minimum wage has increased by 15 cents to \$7.80 per hour. Arizona's minimum wage is higher than the federal minimum wage, which is currently \$7.25 per hour.

## **Get Direct Deposit Today!**

Payroll would like to encourage you to participate in direct deposit. It's simple, safe, convenient and a smart way to get paid.

Stop by Human Resources or Payroll to complete the direct deposit form.

# Mailing Addresses for W-2's

As the Payroll office prepares for W-2 season, we are requesting that employees assist in

the process by taking a few minutes to visit Employee Self Service to verify their Address. Verifying this address prior to issuance of W-2's will help avoid delays in receiving the W-2 form.

Employees can verify and change your address in Human

# W-4 Federal Tax Filing Status Exempt

If you claimed an exemption from withholding on your W-4 for 2012, your exemption expires on February 15, 2013. Please be sure to complete a new W-4 for 2013.

# **Access Your Paystub Online**

### https://www.atsprintfreedom.com/flagstaff.aspx

Enter your Access ID, Username and Password.

Access ID: Flagstaff

**Username:** XXXX (Employee ID Number) **Password:** XXXX (MMDD of your date of birth)

Change your password - you will be prompted to change your password when you login for the first time.

Select "MyPayStub" to print your Pay Statement.

Enter your Employee ID Number as the document password to open your Pay Statement

#### W-2 Distribution

All permanent employee W-2's will be distributed to departments on Friday, January 25th.

All Temporary/ Terminated employee W-2's will be mailed on Friday, January 25th.